



BILLING CODE 7515-01U

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-2018-056]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration (NARA).

ACTION: Notice of availability of proposed records schedules; request for comments

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when agencies no longer need them for current Government business. The records schedules authorize agencies to preserve records of continuing value in the National Archives of the United States and to destroy, after a specified period, records lacking administrative, legal, research, or other value. NARA publishes notice in the Federal Register for records schedules in which agencies propose to destroy records they no longer need to conduct agency business. NARA invites public comments on such records schedules.

DATES: NARA must receive requests for copies in writing by **[INSERT DATE 30 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**. Once NARA finishes appraising the records, we will send you a copy of the schedule you requested. We usually prepare appraisal memoranda that contain additional information concerning the records covered by a proposed schedule. You may also request these. If you do, we will also provide them once we have completed the appraisal. You have 30 days after we send to you these requested documents in which to submit comments.

ADDRESSES: You may request a copy of any records schedule identified in this notice by contacting Records Appraisal and Agency Assistance (ACRA) using one of the following means:

Mail: NARA (ACRA); 8601 Adelphi Road; College Park, MD 20740-6001

Email: request.schedule@nara.gov

FAX: 301-837-3698

You must cite the control number, which appears in parentheses after the name of the agency that submitted the schedule, and a mailing address. If you would like an appraisal report, please include that in your request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins, Director, by mail at Records Appraisal and Agency Assistance (ACRA); National Archives and Records Administration; 8601 Adelphi Road; College Park, MD 20740-6001, by phone at 301-837-1799, or by email at request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: NARA publishes notice in the Federal Register for records schedules they no longer need to conduct agency business. NARA invites public comments on such records schedules, as required by 44 U.S.C. § 3303a(a).

Each year, Federal agencies create billions of records on paper, film, magnetic tape, and other media. To control this accumulation, agency records managers prepare schedules proposing records retention periods and submit these schedules for NARA's approval. These schedules provide for timely transfer into the National Archives of historically valuable records and authorize the agency to dispose of all other records after the agency no longer needs them to conduct its business. Some schedules are comprehensive and cover all the records of an agency or one of its major subdivisions. Most schedules, however, cover records of only one office or

program or a few series of records. Many of these update previously approved schedules, and some include records proposed as permanent.

The schedules listed in this notice are media neutral unless otherwise specified. An item in a schedule is media neutral when an agency may apply the disposition instructions to records regardless of the medium in which it creates or maintains the records. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is expressly limited to a specific medium. (See 36 CFR 1225.12(e).)

Agencies may not destroy Federal records without Archivist of the United States' approval. The Archivist approves destruction only after thoroughly considering the records' administrative use by the agency of origin, the rights of the Government and of private people directly affected by the Government's activities, and whether or not the records have historical or other value.

In addition to identifying the Federal agencies and any subdivisions requesting disposition authority, this notice lists the organizational unit(s) accumulating the records (or notes that the schedule has agency-wide applicability when schedules cover records that may be accumulated throughout an agency); provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction); and includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If NARA staff has prepared an appraisal memorandum for the schedule, it also includes information about the records. You may request additional information about the disposition process at the addresses above.

Schedules Pending:

1. Department of Agriculture, Forest Service (DAA-0095-2018-0013, 1 item, 1 temporary item). General correspondence and reports used in the coordination of rural development program projects.

2. Department of Agriculture, Forest Service (DAA-0095-2018-0032, 1 item, 1 temporary item). Reports that track correspondence of general information inquiries.

3. Department of Agriculture, Forest Service (DAA-0095-2018-0036, 1 item, 1 temporary item). General correspondence, policy, and procedures related to recreation and related resource management.

4. Department of Agriculture, Forest Service (DAA-0095-2018-0037, 1 item, 1 temporary item). General correspondence, policy, reports, and procedures of the procurement program.

5. Department of Agriculture, Forest Service (DAA-0095-2018-0092, 1 item, 1 temporary item). General correspondence, reports, plans, and reviews of the inventory, monitoring, and assessment program.

6. Department of Defense, Defense Security Service (DAA-0446-2018-0003, 4 items, 4 temporary items). Records relating to Inspector General operations including investigations, general planning files, complaints, and oversight reports.

7. Department of Homeland Security, Department-wide (DAA-0563-2015-0006, 9 items, 8 temporary items). Records common to all Departmental offices including annual reports, standard operating procedures, administrative surveys, requests for information, internal dissemination lists, and administrative trip books. Proposed for permanent retention are operational survey records.

8. Department of Homeland Security, U.S. Secret Service (DAA-0087-2017-0004, 11 items, 6 temporary items). Records related to providing physical protection. Records include protection reports related to domestic and foreign trips, campaign and special events, and campaign protection administrative records. Proposed for permanent retention are records that document Presidential inaugurations, Presidential campaigns, and activities such as assassination attempts, successful assassinations, and events that required extraordinary protective measures.

9. Department of Justice, Office of Justice Programs (DAA-0423-2018-0004, 6 items, 5 temporary items). Records relating to civil rights compliance in agency assistance programs. Included are compliance case files, records of resolution monitoring, equal opportunity program reviews, enforcement actions, and correspondence regarding non-jurisdiction. Proposed for permanent retention are civil rights compliance review case files.

10. Department of Justice, Office of Justice Programs (DAA-0423-2018-0005, 2 items, 2 temporary items). Bureau of Justice Assistance claims and appeals case files of the Public Safety Officers' Benefits program.

11. Department of the Treasury, Internal Revenue Service (DAA-0058-2017-0003, 1 item, 1 temporary item). Records relating to tax return preparation training and certification.

12. Securities and Exchange Commission, Agency-wide (DAA-0266-2018-0009, 3 items, 3 temporary items). Records of tips, complaints, and referrals regarding alleged violations of securities laws. Included are related administrative and program management files.

13. Securities and Exchange Commission, Division of Economic and Risk Analysis (DAA-0266-2018-0008, 11 items, 10 temporary items). Division program records for captured data, data oversight, trends analysis and risk assessment models, records supporting rulemaking

and litigation, and research and outreach records. Proposed for permanent retention are taxonomies used in the data reporting system.

Laurence Brewer,

Chief Records Officer for the U.S. Government.

[FR Doc. 2018-17645 Filed: 8/15/2018 8:45 am; Publication Date: 8/16/2018]